

REQUEST FOR INFORMATION
NONPROFESSIONAL SERVICES

ISSUE DATE: June 7, 2023

TITLE: After Action Review and Services

ISSUED BY: Joint Subcommittee to Study Pandemic Response and Preparedness

Responses for the After Action Review and Services request for information will be received until 5:00 p.m. (EDT) on July 23, 2023. See sections VI and VII for specific instructions for the completion of responses.

TABLE OF CONTENTS
REQUEST FOR INFORMATION
AFTER ACTION REVIEW AND SERVICES

Contents

I. PURPOSE.....	3
II. BACKGROUND.....	3
III. INFORMATION REQUESTED	4
IV. SCHEDULE OF EVENTS	5
V. CONFLICTS AND QUESTIONS	5
VI. RESPONSE PREPARATION AND INSTRUCTIONS	5
VII. SPECIFIC RESPONSE INSTRUCTIONS	6
VIII. DISCLOSURE OF RESPONSE CONTENTS	7
IX. SUBMITTAL PROCESS AND INFORMATION	7

I. PURPOSE

The Joint Subcommittee to Study Pandemic Response and Preparedness (the Joint Subcommittee) is issuing a request for information (RFI) from qualified persons for the purpose of receiving information regarding an after action review and related services pursuant to the Joint Subcommittee's mandate. The goal is to acquire information on an after action review and related services from highly qualified persons to better understand the possibilities and potential scope for a procurement for such services.

II. BACKGROUND

A. In 2022, the Virginia General Assembly passed Senate Joint Resolution 10 (Surovell) establishing a joint subcommittee to study pandemic response and preparedness in the Commonwealth. In conducting its study, the Joint Subcommittee is tasked with examining existing laws in the Commonwealth and developing recommendations regarding the pandemic response and future needs of the Governor, the General Assembly, local governments, public and private health care systems and other facilities and providers, health districts, the judicial system, K-12 and higher education systems, and the business regulatory system.

To accomplish this task, the Joint Subcommittee requires assistance managing the project as a whole and specifically (i) conducting independent research, review, and reporting on the performance of existing laws in the Commonwealth in relation to the Commonwealth's pandemic response and (ii) developing recommendations regarding:

1. The scope of the Governor's powers in long-term states of emergency and the feasibility of legislative oversight of such powers;
2. The adequacy, resilience, and performance of the General Assembly and local governments;
3. The adequacy, resilience, and performance of public and private health care systems, pharmacies, hospitals, independent providers, health system providers, federally qualified health centers, urgent care centers, long-term care agencies and organizations, and congregate care facilities, including (i) an assessment of the readiness of all such facilities and providers to implement infection prevention and control measures in order to prevent and stop the spread of infectious diseases and (ii) an assessment of the adequacy of regulations relating to vulnerable Virginians, including the elderly, the infirm, and children;
4. The adequacy, resilience, and performance of the emergency management and public health care systems, including (i) the need for stockpiling and planning for distribution of pandemic response supplies and materials; (ii) the performance of local health districts and the feasibility of allowing for local decision-making during pandemics, in contrast to delivery of routine services; and (iii) the ability within the existing system to detect and prevent future outbreaks and deploy health care solutions;
5. The adequacy, resilience, and performance of the judicial system and the need to develop future emergency plans to facilitate better responsiveness;

6. The adequacy, resilience, and performance of Virginia Freedom of Information Act, homeowners' association, and corporate meeting rules and the need to develop future emergency plans to facilitate better responsiveness;
7. The adequacy, resilience, and performance of the K-12 and higher education systems and the need to develop future emergency plans to facilitate better responsiveness; and
8. The adequacy, resilience, and performance of the business regulatory system and the need to develop future emergency plans to facilitate better responsiveness.

No recommendation of the Joint Subcommittee may be adopted if a majority of the Senate members or a majority of the House members appointed to the Joint Subcommittee (a) vote against the recommendation and (b) vote for the recommendation to fail notwithstanding the majority vote of the Joint Subcommittee.

The Joint Subcommittee must submit to the General Assembly a final report containing an executive summary of its activities and recommendations. The executive summary shall state whether the Joint Subcommittee intends to submit to the General Assembly and the Governor a report of its findings and recommendations for publication as a House or Senate document. The executive summaries and reports shall be submitted as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website.

B. To better use the time of its members, the Joint Subcommittee has established subgroups in the following areas to initiate preliminary inquiries into aspects of the Joint Subcommittee's work:

1. Government and Regulations
2. Health Care Systems and Emergency Management
3. Education

C. The Joint Subcommittee is currently limited to four (4) meetings for the 2023 interim with a budget of \$300,000; however, this is subject to change based on the information received in responses to this RFI, ongoing budget negotiations, and future legislation.

III. INFORMATION REQUESTED

The Joint Subcommittee is seeking responses from experienced professionals and firms who are well respected, independent, and trusted within their field. The individual or firm (the Respondent) should have demonstrated integrity and a nonpartisan reputation, as well as ample experience ensuring processes are fair and consistent with the necessary requirements.

The Respondent should submit a proposed work plan for evaluating the Commonwealth's pandemic response and developing recommendations in the identified areas. The proposed work plan should address:

1. Recommended methodologies for conducting research, collecting data, and providing analysis.
2. Plans for communicating with members of the Joint Subcommittee to determine progress, identify issues, develop solutions, and mitigate any concerns as they may arise.

3. Plans for public participation, including the use of public meetings and online input tools.

The Respondent should also submit a proposed timeline for completing each step of the plan beginning with the initial planning stages and ending with submission of a final report approved by the Joint Subcommittee.

IV. SCHEDULE OF EVENTS

Action	Time	Date
Issuance of RFI		June 7, 2023
Questions Due	5:00 PM (EDT)	June 28, 2023
Responses to Questions Posted to the Website	5:00 PM (EDT)	July 3, 2023
Submissions Due	5:00 PM (EDT)	July 23, 2023

V. CONFLICTS AND QUESTIONS

If there is a conflict between any response document and a final executed contract document, the final executed contract document shall take precedence. All questions and requests for clarification must be received by the Division of Legislative Services before 5:00 p.m. (EDT) on June 28, 2023. Questions may be submitted to awade@dls.virginia.gov.

VI. RESPONSE PREPARATION AND INSTRUCTIONS

In order to be considered for selection, the Respondent is encouraged to submit a complete response to this solicitation, including one (1) original copy (specifically marked “Original”), one (1) digital copy, twenty-five (25) hard copies, and one (1) redacted copy if invoking trade secrets or proprietary information under § 2.2-4342 of the Code of Virginia. Use the following guidance in preparing the response:

- Responses should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFI. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired.
- Responses should be organized in the order in which the requirements are presented in the RFI. All pages of the response should be numbered. The response should contain a table of contents that cross-references the RFI requirements. Information that the Respondent desires to present that does not fall within an area of the requirement of the RFI should be inserted at an appropriate place or be attached at the end of the response and designated as additional material. Responses that are not organized in this manner risk elimination from consideration.

VII. SPECIFIC RESPONSE INSTRUCTIONS

Respondents are asked to submit the following information formatted into sections 1 through 5 as follows. Responses should not exceed 25 pages, not including resumes and client lists. The responses should be whole and complete in the submitted document and not depend on hyperlinks for required content.

1. Work Plan

The Respondent should submit a work plan proposal that addresses the Joint Subcommittee's mandate and the requested information outlined in sections II and III, Background and Information Requested above, or a reasonable subset of such needs appropriate to the Respondent's capacity.

2. Consultant/Firm General Description

All applicants should describe their overall capacity and approach to handling complex projects that require consensus from clients with diverse interests. If the Respondent is a firm or other entity, provide a general description of the firm.

3. Personnel

In the case of a firm or other entity, identify potential lead consultants and other firm staff, if any, who would be qualified to work on the project. Also, please attach a resume for each such individual.

4. Experience

List significant experience in project management, the production of after action reports, or other significant professional background and experience as appropriate.

Provide a minimum of four (4) past or current clients for which the Respondent has demonstrated its qualifications in any or all of the areas requested under this RFI and, for each client, include the name, title, organization, address, telephone, and email address of the person most familiar with the work completed.

Please end with a summary of how the Respondent's experience gives it unique insight into the information sought by this RFI.

5. Conflicts of Interest

Pandemic response is a politically sensitive subject, and the Joint Subcommittee desires to proceed in a manner that promotes public confidence in its independence and impartiality to the highest degree possible. The Respondent should provide the following as part of this RFI:

a. Identification of any actual, as well as potential, conflicts of interest under Virginia's conflict of interest statutes.

b. Identification of any current or previous political activity or consultancy, whether as a candidate, a lobbyist, an officer of a political committee, a campaign worker, or a fundraiser, or as a consultant for any candidate, lobbyist, officer of a political committee, campaign worker, or fundraiser or for any political party or governmental or political entity.

c. A statement addressing the Respondent's capacity to operate in a nonpartisan manner and its ability to work with members from all political persuasions in a highly politically charged environment.

VIII. DISCLOSURE OF RESPONSE CONTENTS

Respondents should be aware that, with the exception of trade secrets or proprietary information invoked under § 2.2-4342 of the Code of Virginia, the contents of responses will be made public. The Joint Subcommittee may use any ideas presented in any response.

IX. SUBMITTAL PROCESS AND INFORMATION

A. The Joint Subcommittee asks that one (1) original copy (specifically marked "Original"), one (1) digital copy, and twenty-five (25) hard copies of the response be submitted; however, receipt of a digital copy sent to awade@dls.virginia.gov shall be sufficient for a response to be considered. Facsimile copies will not be accepted. Sealed responses should be delivered to the Division of Legislative Services at the following address:

Division of Legislative Services c/o Amigo Wade
Pocahontas Building, 8th Floor
900 E. Main Street
Richmond, VA 23219

The digital copy should be sent to awade@dls.virginia.gov.

B. The Joint Subcommittee shall not be responsible for any expense incurred by the Respondent in preparing and submitting a response or for answering any subsequent inquiries.

C. Ownership of all data, materials, and documentation originated and prepared pursuant to the RFI shall belong exclusively to the Joint Subcommittee and shall be subject to public inspection in accordance with the Virginia Freedom of Information Act and Virginia Public Procurement Act.

D. Trade secrets or proprietary information submitted by the Respondent shall not be subject to public disclosure under the Virginia Freedom of Information Act, provided that the Respondent invokes the protection of § 2.2-4342 of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must be indicated on the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire response as proprietary information or trade secrets is not acceptable and will result in rejection and return of the response.